

Address	Lympstone Village Hall School Hill Lympstone Exmouth EX8 5JY
Telephone number:	01395 266436 (Premises Manager)
Used As:	Village Hall
Date of assessment:	11th November 2021
Name of assessors:	Brian Murray & Miles Freeman
Details of assessor:	Independent advisor & Premises Manager
Review Frequency:	Annual

### Statement of Policy


To ensure:

All users or those responsible for users of the building are fully aware of their responsibilities, are familiar with the building, able to operate the alarm system, safety equipment and evacuate the building safely.

A comprehensive inspection regime and documentation are maintained to ensure that the building is safe and any fire risks are rapidly identified and resolved.

Any changes to legislation and/or guidance from DSFRS are incorporated into operating procedures, inspections and record keeping.

All fire alarm and firefighting equipment are maintained in good order and in accordance with suppliers and/or manufactures instructions.

<b>Signed:</b>		<b>Print Name:</b>	<b>Miles Freeman</b>	<b>Date:</b>	<b>24-Nov-2021</b>
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### Management Systems

Formal review of process and procedures by Village Hall Management Committee.

Maintenance and Inspection Schedules and records monitoring and reporting.

Task lists monitoring and reporting.

**Lympstone Village Hall, School Hill, Lympstone, EX8 5JY**

The Hall is owned, managed and operated by LVH CIO, a Registered Charity – Number 1187640

<b>Property Description</b>	
<p>Lympstone Village Hall is primarily a single-story building with a small externally accessed basement used as a workshop and for storage.</p> <p>The building comprises of three main rooms a kitchen, bar area and toilets with interconnecting corridors leading to store rooms. To the rear a store room, history store and tennis club store.</p> <p>There is a stage area which is fully fitted with lighting, curtains and fabric backings.</p> <p>Access to the site is via School Hill, to a large car park providing good access to the whole building.</p>	
<p><b>Occupancy</b></p> <p>Times premises normally in use: 08.00-23.00</p> <p>Max number present at any time: 200</p> <p>Main Hall EDDC Licence limit standing 200 Main Hall EDDC Licence limit sitting 142 (dining 113 excluding stage pending resolving safety issue)</p> <p>Community Room standing 100 Community Room sitting 90 (dining 65)</p> <p>Meeting Room standing 60 Meeting Room sitting 48 (dining 41)</p>	<p><b>Size:</b></p> <p>Building Footprint: 406 sq. m Main floor areas: 220 sq. m</p> <p>Number of floors: 2</p> <p>Number of stairs: 1</p>
<b>Fire Safety Systems</b>	
<p>Trinity Fire and Security Automatic Alarm Warning.</p> <p>Smart Wi-Fi smoke detectors.</p> <p>Fully maintained and monitored signage and emergency lighting throughout.</p> <p>Strategically placed fire extinguishers bespoke for location.</p> <p>Periodic testing and maintenance procedures.</p> <p>Manually operated call points and fire action notices at all exits</p>	
<p><b>Escape Lighting</b></p> <p>Fire exit signs in all rooms, automatic on power failure (3 hour back up), switched on remotely for evening events fully tested monthly for 5 minutes and 3 hours annually.</p> <p>Additional emergency (3 hour back up) lighting to illuminate mail hall and committee rooms.</p>	
<p><b>Other Fire Safety Systems.</b></p> <p>None</p>	

**How a Fire Could Start**

Unattended cooking in the kitchen.

Electrical fault or overheating of stage lighting.

Electrical fault within fixed equipment, air conditioning and solar array.

Water heater thermostat failure.

Malicious intent.

**People Affected by Fire**

All hall users, including those with disabilities, consisting of the following groups:

Weekday daytime: primary school staff and pupils, clubs, exercise classes and organisations.

Weekday evening: clubs, public events e.g.: Film Society, Players, Parish Council etc

Weekend daytime: clubs, classes, public events e.g.: Weddings, Players etc

Weekend evening: clubs, public events e.g.: Weddings, Players etc

Private Hire

Personnel working on property: cleaner, Premises Manager, contractors

**Staff Training**

Primary school staff, who supervise children, are familiar with hall facilities, alarm activation, fire-fighting and evacuation procedures.

Fire drill to be undertaken after return from Covid-19 lockdown, December 2021.

They have their own risk assessment and will be invited to training provided by LVH.

Notes providing guidance to all hall users have been reviewed, updated and included in bookings documents. These are to be signed to confirm acceptance and understanding.

Training will be provided for Trustees and associated personnel every 3 years or when deemed necessary.

**Escape Routes**

Each hall has defined escape routes to evacuate the property:

Main Hall: 2 external doors and one indirect access to corridor/external door. The fire exit to open air includes a step down.

Community Room: 2 external doors and one indirectly from corridor. The main door includes a step down.

Meeting Room. Main door and indirect access to side lobby and emergency key external door.

Interconnecting corridor: 1 external door and access from Main Hall. Also provides route out of Store room and toilets.

Rear changing rooms: Access via Meeting Room or emergency key access to Double Doors.

Escape routes are shown on diagram displayed within each of the three main rooms.

**Fire Alarm**

System supplied and currently maintained by:

Trinity Fire & Security Systems. Category L5. bespoke alarm system.  
Little Bridge Business Park, Oil Mill Lane, Clyst St Mary, Exeter EX5 1AU

Fully compliant with BS5839-1

Providing 8 call point, automatic 24hr smoke detection in Main Hall and kitchen and auto dialler to designated support.

Smart Smoke Alarms (to be supplemented by wireless connected alarms early in 2022).

**Fire Extinguishers**

There are 9 fire extinguishers located at strategic points around the building:

Changing room lobby: 1 Foam & 1 CO2

Meeting Room: 1 Foam

Stage: 1 Foam and 1 CO2

Main Hall: 1 Foam and 1 CO2 (by electrical distribution panel)

Kitchen: 1 Foam and Fire Blanket

Community Room: 1 Foam.

## Fire Action

As part of the booking process, all users of the Hall are provided with:

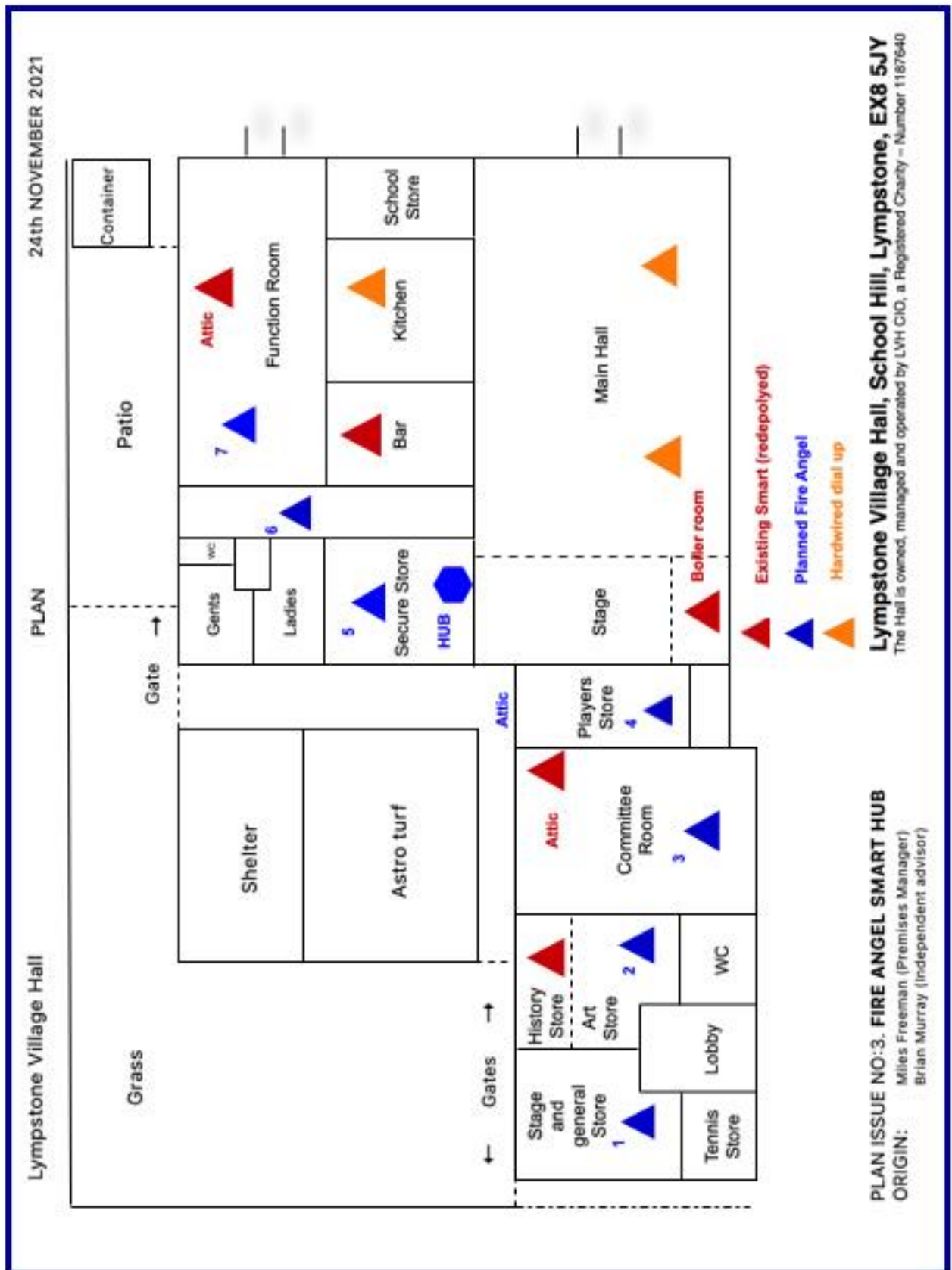
- A copy of this Risk Assessment
- A users Hire Agreement highlighting the fire safety provisions, their responsibilities and the actions they must take before, during and after the event. They are required to sign a Hire Agreement confirming acceptance and understanding.
- An emergency plan drawing

Fire action notices are provided at each exit.

In addition to action taken by hall users, the Premises Manager and/or an LVH trustee will respond in the event of an alarm being raised to help deal with the situation.

<b>Fire Information</b>
<p>All fire safety information is correctly displayed and visible in all three rooms.</p> <p>Signage complies with law and local requirements.</p> <p>Inspection schedules and test reports are accurately recorded on-line and available for inspection by management committee and trustees.</p>
<b>Summary of Significant Findings</b>
<p>Routine maintenance, testing and inspections are undertaken in accordance with statutory requirements and equipment supplier recommendations.</p> <p>Documentation is accurately completed and securely maintained.</p> <p>There is a need for Hirers to ensure the health and safety of those with disability or any other special needs when evacuating the building.</p> <p>Hirers must allow for, and be made aware of, the steps down when leaving the premises through both the function hall main door and the fire exit door from the main hall direct to fresh air.</p> <p>Instructions to users of the hall have been, reviewed and updated.</p> <p>The building fire alarm system, fire-fighting equipment, emergency lighting and signage are well maintained and the building is safe to use.</p> <p>The Smart and fixed smoke alarm system doesn't provide local alarms throughout the building.</p>
<b>Action Plan</b>
<ol style="list-style-type: none"> <li>1. Introduce updated user guidance.</li> <li>2. Display emergency plan drawings in rooms.</li> <li>3. Commence Training provision for Trustees.</li> <li>4. Plan to provide additional level access from all rooms.</li> <li>5. Install a supplementary interconnected Smoke Alarm system throughout.</li> </ol>

Review Date	Comments
01-Dec-18	First formal assessment completed.
01-Dec-19	Interim assessment undertaken.
01-Jun-20	Full assessment completed.
30-Jun-21	Full assessment completed.
11-Nov-21	Full Review of Assessment and Management process.
08-Dec-21	Confirm Full assessment and actions completion.



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